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	POLICY FOR HANDLING HAZARDOUS MATERIALS	Date: 06-01-2017
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I. Hazardous Materials Spill Plan:

1.0 Purpose:

To provide uniform procedures to be followed, in the event of, major and minor hazardous material spills or release.

2.0 Scope:


Hospital wide- Labs, OT, ICU's, all Patient care and Operational Areas

3.0 Responsibilities:

Only staff that are properly trained and have access to the appropriate level of personal protective equipment and spill management kits, shall be permitted to manage spills. Hospital's Hazardous Materials Team (HAZMAT) consists of specially trained staff from Maintenance, Nursing, Housekeeping, etc. If additional assistance is needed, the In-charge of the HAZMAT team shall be responsible for sourcing and call up of additional resources.

4.0 Procedures for Hazardous spills:

Rescue anyone immediately affected, contain spread of spill, secure area but only if it does not put your own life in danger /at risk. If trained, provide first aid to the victim(s) or provide assistance in obtaining appropriate medical aid.


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4.1 Make the following notifications

- § If the spill involves a fire, activate the fire alarm and provide information regarding chemicals / hazardous material involved.
- § For major spills that do not involve fire or explosion, contact the HAZMAT Team at 1021 and describe the spill in the following format
 - § Category – Major including approximate quantity
 - § Location
 - § Chemical / Material involved
- § Warn others in the area about the emergency and stay clear of the spill area. If you have knowledge about the spill, identify yourself to the Hazardous Materials Response Team.
- § Follow the directions of the emergency responders (Fire Department, HAZMAT)

4.2 Small Chemical Spill Clean Up:

- § Small spills less than 30 ml, can be cleaned up by personnel who have been trained to work with the material. These procedures shall not be used for spills involving highly hazardous chemicals.
- § Wear appropriate personal protective equipment to clean up the spill.

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4.3 Major Chemical spills clean up:

Major chemical spills involve more than 30 ml of any quantity of a product that contains highly hazardous chemical. The area shall be evacuated immediately and all the doors shall be closed. Others shall be notified not to enter the area and appropriate signage shall be placed on the door.

HAZMAT Team shall be immediately contacted as per protocols mentioned above – Paragraph 4.1 Do not re-enter the area until advised by the HAZMAT. HAZMAT shall assess the need to conduct further evacuation, shut down ventilation, scope of clean up operations and need for an outside agency.

4.4 Procedures for employee decontamination during chemical spills:

- § If the skin gets contaminated with hazardous materials, the affected area shall be washed thoroughly with copious amounts of water in an appropriate area / an emergency shower for at least 15 minutes.
- § If hazardous material is splashed in the eyes, the eyes shall be flushed immediately with water, at an eyewash station, for at least 15 minutes.
- § Excessively contaminated clothing shall be removed immediately. The contaminated clothing shall be placed in a plastic bag and sent for appropriate decontamination or disposal.
- § Medical attention shall be provided from Emergency Medicine Department. If possible, bring the label, MSDS (Material Safety Data Sheet) or information

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on the chemical. HAZMAT shall assess the need to conduct further evacuation, shut down ventilation, scope of clean up operations and need for an outside agency.

II. Hazard Communication Program

1.0 Purpose:

This program shall ensure that the hazards associated with all chemicals and commercial products used by employees are evaluated and that this information is transmitted to the affected employees. In general, each employee at the facility shall be trained in protected use of the substance, the hazardous properties of the chemicals with which they work and the measures needed to protect themselves from these chemicals.


2.0 Scope:

Hospital wide: Labs, OT, ICU, Material Dept, and Pharmacy, etc.

3.0 Policy:

3.1 General:


§ The hazard Communication Program shall include provisions for container labeling, material safety data sheet gathering and employee training.

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- § It shall include a list of hazardous chemicals in each work area and procedures for informing employees of the associated hazards.
- § The program shall also include the hospital's obligation to inform contractors of hazardous chemicals to which their employees may be exposed while performing work.
- § It shall, however, be the responsibility of each Department Head to keep and maintain updated employee and chemical inventories of his/her department, and shall forward updated inventories to the Safety Officer.

3.2 List of hazardous Chemicals- maintained at User end Departments:


- § The Safety Officer shall maintain lists of all hazardous chemicals used in the Hospital and update the lists at regular intervals.
- § These chemicals are identified by the HAZMAT Committee
- § The basis for identification is primarily information procured from International Sources
- § Material Safety Data Sheets are maintained on each such chemical and are also located at end user departments.

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3.3 Material Safety Data Sheets (MSDS):

The master catalogue is maintained in all the areas of the hospital as per requirement. The department Head or designee shall ensure that everyone in their area is aware of the hazardous materials in that area by going through the Material Safety Data Sheet Catalogue. Material Safety Data Sheet is regularly updated consequent to new chemicals being procured for utilization in various functional/operational departments. The Material Safety Data Sheet shall be readily available to all employees, shall be written in English, and shall include the following information:

- § Both the specific chemical identity, constituents and the common name of each hazardous chemical involved
- § The physical and chemical characteristics of the hazardous chemical (vapor pressure, flash point, etc.)
- § The physical hazards associated with the chemical
- § The health hazard associated with the chemical (such as known acute and chronic health effects)
- § Exposure limits, where-ever applicable
- § Whether the chemical is considered to be a carcinogenic.
- § Precautionary measures
- § Emergency first-aid procedures

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3.4 Labeling- End User Department:

- Each container involving chemicals identified as Hazardous shall be labeled, tagged or marked with the following information:
 1. Identity/Name of the hazardous chemical
 2. Protective Requirements
 3. Appropriate hazard warnings including health hazard, physical hazards, target organs and effects
 4. Signal Word

- § It shall be the responsibility of each department Head, or designee to ensure that each container in his/her department is labeled, tagged or marked with the identity of the hazardous chemical and the appropriate hazard warnings. Labels shall be legible, in English, and prominently displayed. Any defaced or illegible labels shall be reported to the supervisor and replaced. Whenever a chemical is transferred to a non-labeled container, a proper label shall be made-up and affixed to the new container (secondary container)

- § Hazardous Chemical Labeling: In most cases, products shall be properly labeled when they are received in the laboratory or work area. It shall be their responsibility to label the products when they are packaged for local utilization

- § Product labels shall not be removed or tampered.

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- § It is important that labels on products be read and received with the individuals who shall be working with the product. Directions for safe handling shall be followed
- § Secondary containers, which have transferred material, shall be labeled with the appropriate label: product name, manufacturer, health hazard information, etc.
- § Containers shall not require a label if the product that is transferred into the container shall be used immediately by the employee who is transferring the product. The container shall be properly cleaned after usage.
- § Warning labels shall not be required for pipes and piping systems. However, contents and flow of such systems shall be clearly identified.

III. Training:

1.0 H. R. Department:

Each employee who works with, or is potentially exposed to, hazardous chemicals shall receive initial training on the Hazard Communication/ Right-to-know training. Training shall include the safe use of hazardous chemicals before initial assignment, and there after annually. Whenever a new hazardous chemical is introduced into their work area, it shall be the responsibility of the department Head, or designee to notify the HAZMAT Committee before the new hazard is introduced to employees. The training shall be organized by the HAZMAT Committee.

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2.0 Non –routine tasks:

These tasks are those which are not performed on a routine basis and which may involve contact with a hazardous substance. The Department Head or designee shall determine what hazards are present or may be created by a task. The department head or designee shall be responsible for communicating this information and shall inform the employees of any special equipment that shall be needed. The Department Head or designee shall contact the HAZMAT Committee for advice concerning non-routine tasks.

3.0 Procedures:

3.1 Area to be monitored


3.1.1 Laboratory Monitoring

Laboratory areas shall be reviewed based on hazard assessment and regulatory requirements, and monitoring procedures. Frequency shall be determined on an individual basis.

Central Sterile Supply and Ethylene Oxide personal monitoring shall be conducted as required.

3.1.2 Operating Room

Occupational exposure monitoring or area monitoring for nitrous oxide and other waste anesthetic gases shall be performed, as needed (i.e. whenever there is a change in process, use or frequency).

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3.2 Other Areas

Monitoring for hazardous agents shall be conducted when requested by the Department Head, or when there are employees' complaints, or on arrival of a new process or procedure involving a hazardous agent intended to be introduced in the facility, or when required by a specific safety and health standard.

3.3 Equipment:

Monitoring shall be conducted using protocols established by recognized sources. Any required equipment oriented laboratory analysis shall be conducted by a certified industrial hygiene laboratory.

IV. Personal Protection:


1.0 Purpose:

To assign and enforce the use of personal protective equipment.

2.0 General Information:

In keeping with policy to ensure a safe work environment and maintain regulatory compliance, a program has been developed to provide appropriate personal protective equipment (PPE)

3.0 Guidelines:

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3.1 Responsibilities


The HAZMAT Committee shall have the prime responsibility for implementation and administration of PPE program in all departments with delegation of this authority to the respective Head of Department. This involves:

- Identifying and evaluating hazards in their department
- Conducting ongoing workplace assessments to identify hazards, which necessitate the use of PPE.
- Providing appropriate PPE to employees.
- Ensuring employees are trained on the proper use, care and cleaning of PPE.
- Maintaining records on hazard assessments.
- Maintaining annual records of PPE assignments and training.
- Notifying the safety officer when new hazards are introduced or when processes are added or changed.

3.2 Employees:

Employees using PPE are responsible for following PPE program requirements:

- Wearing PPE as required.
- Attending required training sessions.
- Caring for, cleaning and maintaining PPE as required.
- Informing the Head of Department of the need to repair or replace PPE.

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3.3 Safety Officer:


- Shall assist in providing training and technical assistance to supervisors on the proper use care and cleaning of PPE as needed.
- Shall provide guidance for the selection and purchase of approved PPE.
- Shall review updates and evaluates the overall effectiveness of the PPE program.
- Provides regulatory updates.

3.4 Program Elements:

3.4.1 Hazard Assessment:

The HAZMAT Committee represented by its appropriate members will assess the workplace to determine the nature of hazards present, and assign appropriate PPE. The safety officer shall assist with the initial assessment. This assessment includes:

- A walk through survey to identify sources of hazards, including impact penetration, noise, compression, chemical, heat, dust, electrical sources, and light radiation.
- Data organization and analysis to estimate potential for injuries including potential of exposure to simultaneous hazards.
- Documentation of the survey in an appropriate manner stating the persons carrying out the survey, findings, and date of the survey.

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- Once the initial hazard assessment has been completed, the Safety Office shall identify and request the procurement of the PPE which shall by rule require approval of the Safety Committee.
- Ensure defective or damaged equipment is not used.
- Ensure required PPE is used by employees
- Ensure training and education is completed and documented.
- Hazards shall be reassessed by the Committee of Hazardous materials when new products, equipment, or procedures are introduced, or as needed.


3.5 Protective Equipments:

3.5.1 Eye and face Protection:

Suitable protectors shall be used when employees are exposed to hazards from flying particles (including blood and body fluids), airborne particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Goggles shall be used when there is a hazard from chemical or bio hazardous material.

3.5.2 Splashes:

For employees who wear prescription lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses. Equipment fitted with appropriate filter lenses shall be used to protect against light radiation.

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Eye and face protectors shall meet all approved provisions. Head Protection (Protective hats) shall be worn when hazards from falling or fixed objects or electrical shocks are present. Protective hats shall meet all approved provisions.

3.5.3 Foot Protection:


Foot wear shall be appropriate to the hazard / hazardous situation. Safety foot wear shall meet approved provisions.

3.5.4 Hand Protection:

Suitable gloves shall be worn when hazards from chemicals, blood, body fluids, cuts, lacerations, abrasions, punctures, burns and harmful temperature extremes are present. Glove selection shall be based on performance characteristics, conditions, duration of use and hazards present.

3.5.5 Protective Clothing:

Protective clothing shall be worn when hazards from heat, splashes of hot metals, hot liquids, caustic chemicals, blood and/or bodily fluids impacts, cuts, acids and radiation are present. Clothing shall be inspected to ensure proper fit and function for continuous protection. It is important to refer to manufacturers' selection guides for the effectiveness of specific materials against specific chemicals.

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3.6 Cleaning and Sanitizing:

Protectors shall be capable of being cleaned and sanitized (or otherwise disposed of). PPE shall not be shared between employees until it has been properly decontaminates, cleaned and sanitized.

3.7 Training:

Any worker required to wear PPE shall receive training in the proper use and care of PPE. Periodic refresher training shall be offered to both the employees and the supervisors as needed. The training shall include, but not necessarily be limited to the following subjects:

- § Why, when and what PPE is necessary to be worn.
- § Where PPE is located.
- § How to properly put on, take off, adjust and wear PPE.
- § The limitations of PPE
- § The proper care, maintenance and disposal of the PPE.
- § Demonstration that the employee understands the training material and is able to use PPE properly.
- § After the training, the employees shall demonstrate that they understand the components of the PPE Program and how and when to use PPE properly.
- § Employee certifies they received and understood training on each piece of PPE associated with job responsibilities.

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3.8 Record Keeping:

Written records shall be kept of the names of persons, the type of training provided, and the dates when training occurs. Records shall be maintained in the Department of Human Resources.